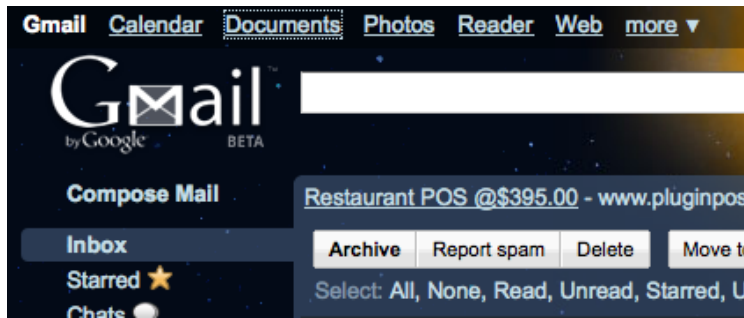


Tutorial - Collecting Data using Google Docs Forms

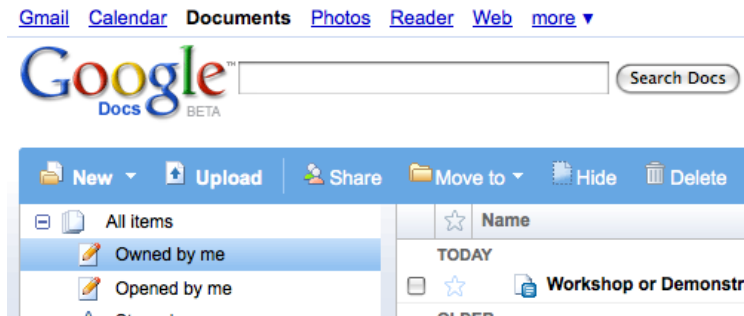
Have you ever wanted to invite a group of people to respond to questions via email? Do you wish that all the replies could automatically be assembled into a spreadsheet format, so you didn't have to copy and paste everything into a format that was useful to you? Through Google Docs, you can easily create a questionnaire or survey, and then invite others to respond. All responses are assembled automatically into a Google Docs spreadsheet, which you can save to your computer as an Excel spreadsheet. Let's show you how this is done. You'll need a free GMail account to do this...

Get a free GMail Account: <http://www.gmail.com>

Once you're logged in to your GMail account, click on "Documents" in the upper-left portion of your browser page.



Now you're in the documents section...



Click on the NEW menu, and this drop-down will appear... As you can see, you can do word documents, powerpoint-like presentations, spreadsheets, and forms. Click on FORM.

This is where you design your questionnaire, survey, anything you need to gather data for.

Give your form a title. Be kind to your respondents and add any information that will help them know what to expect from the form. Tell them how many questions it will have. Tell them about how long it should take to fill out the form. Thank them in advance for taking time to respond to your questionnaire. For my form, I've entitled it "Example of a Google Docs Survey." I've explained what the survey is for as well. See illustration at the top of the next column...

A screenshot of the Google Docs Form editor interface. At the top, there is a navigation bar with links for 'Add question', 'Email this form', 'See responses', 'More actions', and 'Save'. Below the navigation bar, the form title 'Example of a Google Docs Survey' is displayed. The form content includes a paragraph of text: 'In the workshop you are taking from Nathan Smith, he wants to demonstrate Google Forms. I will give you one of each kind of question that a form will allow. Thank you for taking time to respond to this form. That will enable me to show participants how your input will look when I look at your responses.' Below the text, there is a question titled 'Name' with a text input field. The question type is set to 'Text'. There is a 'Done' button and a checkbox labeled 'Make this a required question' which is checked. At the bottom, there is a section for 'Untitled Question' with an input field.

Now on to the questions. The yellow section indicates a question you are editing. You'll see three icons in the upper-right corner. The pencil icon stands for EDIT, the two papers icon stands for DUPLICATE, and of course, the trash icon means DELETE.

Give the question a title, and any help text that needs to accompany that question. Choose what type of a question it will be. Your choices are text, paragraph text, multiple choice, checkboxes, choose from a list, and answer on a scale from 1-n.

A screenshot of the Google Docs Form editor showing the question type dropdown menu. The menu is open, displaying the following options: Text, Paragraph text, Multiple choice, Checkboxes, Choose from a list, and Scale (1-n). The 'Text' option is currently selected.

You also have the option of making the question required (must answer) or optional. When finished, click the DONE button.

You can see how your respondents will see your questionnaire by clicking the save button at the top, and then clicking the link, "You can view the published form at..." at the bottom of the page. Your form will open in a new window or tab. Close the window or tab to get back to the form editor.

If you need more questions, click ADD QUESTION at the top of the editor. Continue to add questions in this manner until you have completed your survey or questionnaire. At any time you can return to earlier questions (the question area will turn yellow as you mouse over each question) and click to get the EDIT, DUPLICATE, and DELETE icons for that question.

Note that multiple choice questions will allow only one answer. Check box questions will allow for more than one answer. Choose from a list provides a drop-down dialog in which you can only choose one answer.

Once you have completed your form, you can publish it in a number of ways. You can email it to a list of people. See the illustration at the top of the next page...

Send this form to others

to:

[Choose from contacts](#)

from: Nathan Smith <natmcksmith@gmail.com>

subject: Example of a Google Docs Survey

☒ Include form in the email

Note: the form description will always be included in the email

From: Nathan Smith
 Subject: **Example of a Google Docs Survey**
 Date: February 6, 2009 12:32:44 PM MST
 To: Nathan Smith

If you have trouble viewing or submitting this form, you can fill it out online:
<https://spreadsheets.google.com/viewform?key=pLbgQ7eT9r77HUwpqOyvABg>

In the workshop you are taking from Nathan Smith, he wants to demonstrate Google Forms. I will give you one of each kind of question that a form will allow. Thank you for taking time to respond to this form. That will enable me to show participants how your input will look when I look at your responses.

Email addresses are separated by commas in your list. I added my email address and sent the form to me. I also checked the box, "Include form in the email." As you can see from my email I received, my email program didn't see the form, but not to worry, the link to the online form is always included.

If you have your own website, you can copy and add that link to a webpage as well. This is especially useful if you don't want to limit your respondents to just your email list.

After you've published your form, you can return to it at any time in your GMail account. Go to the documents and you'll see your form in your list...

New Upload Share Move to Hide Delete Rename More actions

All items

Owned by me

Opened by me

Starred

NAME

TODAY

Workshop on Google Forms me

Workshop or Demonstration Ideas: me

Click on the form and it will open as a spreadsheet in a new tab or window...

	A	B	C	D	E	F	G
	Timestamp	Example of a Text Field	Example of Paragraph Text Fields	Example of a Multiple Choice Question	Example of a Checkbox Question	Example of Choose from a List	Example of a Scale from 1-n Question
1							
2	2/6/2009 11:44:13	Nathan Smith	I'm six feet four inches tall. I weigh 200 pounds. I'm the director of technology for the college of education at utah state university.	Blue	I am a student, I am a teacher, I am a spouse, I am a parent.	Autumn	10
3	2/6/2009 11:45:22	Jairo Hernandez Velasquez	I am 19 years old. I was born in Bogota, Colombia. I am a Management Information Systems Major at Utah State University.	Brown	I am a student	Spring	9
4	2/6/2009 11:45:26	Angela	I am from Price, Utah. I am a senior at Utah State University and I'm majoring in Speech Language Pathology. I will graduate this May with my Bachelors degree.	Pink	I am a student	Summer	10
5	2/6/2009 12:48:56	Kateri Vernon	I am 19 years old attending Utah State and majoring in Interior Design	Blue	I am a student	Spring	10

In spreadsheet format, you have many options. If you'd like to embed your form in a website or on a blog, after you create your form and save it, click the More Actions button at the top of the editor (you can get to the editor again from the forms menu), and select the Embed option in the menu that drops down. To edit the confirmation message that the person filling out your form will see after submitting their response. Click the More Actions button at the top of the editor, and then select the Edit confirmation option in the menu that drops down.

While in the spreadsheet, you can:

- Insert columns to contain your own content next to form responses, such as for calculations, notes, or lookups.
- Insert Rows of information at the top - below the column headers (questions) and ABOVE the area where data is collected. The form responses will always be inserted in the first available/blank row.
- Insert new sheets or move sheets. Responses will continue to be automatically entered in the same sheet.

You can export your spreadsheet in the following formats...

File Edit View Format Insert Tools Form (4)

New

Import...

Open... Ctrl+O

Create a copy... Ctrl+Shift+S

Rename

Save & close

Revision history

Upload new version...

Spreadsheet settings...

Export

Print... Ctrl+P

.csv Sheet Only

.html Sheet Only

.ods

.pdf...

.txt Sheet Only

.xls

2/6/2009 11:45:22 Jairo Hern Velasquez

You can also go back to editing your form, stop accepting responses, or see a summary of the form responses in the FORM menu...

Form (4) Help

Edit form

Go to live form

Embed form...

Show summary

✓ Accepting responses

Delete form

Send form

✉ Email everyone...

Recipients:

nathan.smith@usu.edu

jairo.hv@gmail.com

katerivernon100@gmail.com

angelakeller_31@hotmail.com

Summary [See complete responses](#)

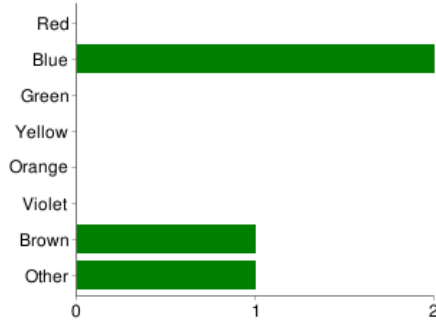
Example of a Text Field

Nathan Smith, Jairo Hernandez Velasquez, Angela, Kateri Vernon

Example of Paragraph Text Fields

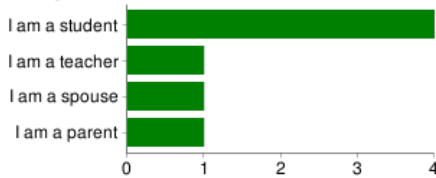
I'm six feet four inches tall. I weigh 200 pounds. I'm the director of technology for the college of education at utah state university., I am 19 years old. I was born in Bogota, Colombia. I am a Management Information Systems Major at Utah State University. , I am from Price, Utah. I am a senior at Utah State University and i'm majoring in Speech Language Pathology. I will graduate this May with my Bachelors degree., I am 19 years old attending Utah State and majoring in Interior Design

Example of a Multiple Choice Question



Red	0	0%
Blue	2	50%
Green	0	0%
Yellow	0	0%
Orange	0	0%
Violet	0	0%
Brown	1	25%
Other	1	25%

Example of a Checkbox Question



I am a student	4	100%
I am a teacher	1	25%
I am a spouse	1	25%
I am a parent	1	25%

People may select more than one checkbox, so percentages may add up to more than 100%.



Photo by <http://www.sxc.hu/profile/hvaldez1>. Permission granted to use image.

Google Docs forms give you a powerful, free tool to collect data. Think of the ways you could use it. Here's just a few examples:

- A computer lab manager at a school needs to get permission from every parent for their child to use the internet at school. This also includes going through and checking that they've read the acceptable use policy. Why not do it online with a Google form?
- A teacher wants to do an anonymous survey of student reactions to a teaching unit.
- A principle wants to do an anonymous survey of faculty opinions on a sensitive topic.

The sky is the limit. Web 2 applications such as this can make our jobs easier, can help us be more productive, and can get us needed information and present it to us in useful ways.

As a final bonus, you can share the spreadsheet with selected people, so they can view the results, collaborate with you by allowing them to make changes to the spreadsheet, and more.